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Rules

Approved 12th February 2026

The Northern Ireland Civil Service Sports Association Limited

Charity Registration Number: NIC108854

HMRC Reference Number: 061000087112



The Northern Ireland Civil Service
Sports Association Limited

Registered under the Co-operative and
Community Benefit Societies Act (Northern Ireland) 1969

Registered No: NP000088

Registered Charity by the Charity Commission for Northern Ireland.

Charity Registration Number: NIC108854

HMRC Reference Number: 061000087112

Registered Office: Stormont, Belfast Co Down, BT4 3TA

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The Northern Ireland Civil Service Sports Association Limited

RULES

1. Interpretation of Rules

1.1 In these Rules the following words and expressions shall have the meanings following, unless such meanings are inconsistent with the subject or the context below:

- (a) words importing the singular number only include the plural and vice versa;
- (b) where appropriate, the singular "they" shall be used as a gender-neutral pronoun to refer to individuals of any gender.
- (c) words importing person include corporations;
- (d) the "Association" means the "Northern Ireland Civil Service Sports Association Limited";
- (e) "the Act" means the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969;
- (f) "the applicable charities legislation" means the Charities Act (Northern Ireland) 2008 to the extent that they are for the time being in force and applicable to the Association;
- (g) the "Board" (See Rule 6) means the governing body of the Association for the time being;
- (h) "officer" means any member of the Board, the Secretary, a manager or any servant of the Association other than an auditor or servant appointed by the Board;

- (i) "land" includes tenements and hereditaments and land covered by water;
- (j) the "Regulations" means regulations made under the Charities Act (Northern Ireland) 2008.
- (k) the "Registrar" (See Rule 3 & 28.3) means the Companies House, Financial Conduct Authority (FCA) and Charity Commission for Northern Ireland.
- (l) "secretary" means the CEO of the Association.

1.2 These Rules should in addition be interpreted in accordance with equality and anti-discrimination legislation applying in Northern Ireland.

1.3 Any matter not covered by these Rules or any questions as to their interpretation shall be dealt with by the Board.

2. Name, Objectives & Powers

2.1 The Society, hereinafter referred to as the Association, shall be called "***The Northern Ireland Civil Service Sports Association.***"

2.2 The Association has the following objectives:

- to promote amateur sport through the provision and development of sports facilities, events, activities and resources and by the provision of support to amateur sporting groups to assist them to deliver their charitable purposes for the wider public benefit;
- to advance community development through building partnerships with the local and wider community including community groups, youth organisations, charities, schools and sports and recreation organisations to promote community engagement in amateur sports and build relationships;

- to improve health and wellbeing by promoting and encouraging individual and community use of the Association's facilities and resources for amateur sports and recreation;
- to promote the efficiency and effectiveness of charities and the effective use of charitable resources by the provision of facilities and resources to other charities, including rooms for events and meetings and information and advice;

2.3 The Association has the following powers:

- to promote the formation of clubs which are representative of each form of amateur sport and recreation where such clubs do not already exist;
- to carry on the business of club proprietors, restaurateurs, victuallers and suppliers of sporting requisites, and of dealing in land and houses of any tenure with the power of acquiring, holding, leasing, or taking on a lease, exchanging, granting, charging and mortgaging the same, or any estate or interest therein or right of easement thereover;
- to undertake trust business for the benefit of its members and clubs, including the holding of land as custodian trustee;
- to guarantee the repayment of monies borrowed with interest thereon (up to such limit as the Association may from time to time determine in a General Meeting and specify in its rules) by such clubs; and
- to do all such other things as may be considered conducive to the attainment of the objectives above or any one or more of them.

3. Registered Office

3.1 The registered office of the Association shall be at the Pavilion Stormont Estate, Belfast in the County of Down. In the event of any change in the situation of the registered office, notice of such change shall be sent within 14 days thereafter to the Registrar in the form prescribed by regulations made under the Act.

4. Use of Name

4.1 The registered name of the Association shall be kept painted or affixed on the outside of every office or place in which the business of the Association is carried on, in a conspicuous position, in letters easily legible, and shall be engraved in legible characters on its seal and shall be mentioned in legible characters in all business letters, notices, advertisements and other official publications of the Association and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods, purporting to be signed by or on behalf of the Association, and in all bills of parcels, invoices, receipts and letters of credit of the Association.

5. Membership

5.1 Membership of the Association is open to anyone in either of the following two categories:

(a) Adult- any person aged 18 or over, or

(b) Junior- any young person aged 6 years to 17 years.

5.2 Applications will be accepted and considered on an individual basis upon nomination by a current member.

5.3 The Board (see Rule 6) may admit as honorary life members persons who have rendered exceptional service to the cause of the Association.

5.4 Adult and honorary life members are entitled to vote or take part in the proceedings of the Association.

6. Board

6.1 The business of the Association shall be governed by a Board consisting of:

(a) a Chairperson and Vice Chairperson who are serving or retired members of the Northern Ireland Senior Civil Service, or exceptionally a serving or retired senior manager in the Northern Ireland Civil Service;

- (b) an Honorary Treasurer who is a qualified accountant;
- (c) six members of the Association who will be ratified at the Annual General Meeting of the Association in accordance with arrangements determined by the Board;
- (d) the Chairperson or the Treasurer of the Northern Ireland Civil Service Social Club's Management Committee;

6.2 Members of the Board shall hold office for a minimum period of three years from appointment and shall be eligible for re-appointment. The Chairperson, Vice Chairperson and Treasurer shall hold office for a minimum period of five years from appointment and shall also be eligible for re-appointment. All Board members shall be members of the Association, over 18 years of age and trustees of the Association for the duration of their appointment.

6.3 In the event of a vacancy on the Board for any reason, the Board shall follow its established procedures for the recruitment, selection, and ratification of a suitable replacement in accordance with its governing policies and charitable objectives.

6.4 All members of the Board shall be ratified at an Annual General Meeting by a majority of the votes cast at the meeting by members of the Association present or represented by proxy and entitled to vote, and they shall hold office from the date of appointment. Any officer or member ratified at that meeting shall be appointed to serve for a term not exceeding three years (five years in the case of the Chairperson, Vice-chairperson and Treasurer as noted in Rule 6.2) and shall be eligible for re-appointment thereafter. Applications for membership of the Association's Board will be in accordance with the established procedures for recruitment determined by the Board members.

6.5 The Board shall have power to fix the date of its meetings and to make rules regarding the conduct of business at such meetings. A Special Meeting of the Board may be called at the discretion of the Chairperson or on receipt of a written request from not less than four members of the Board, and not less than 14 days' notice shall be given thereof.

6.6 Six members of the Board (of whom one shall be the Chairperson or Vice Chairperson) shall form a quorum and any resolution or decision made by a majority of the members present and voting at a Board meeting shall be a decision of the Board. When the votes for and against any resolution are equal, the Chairperson or Vice Chairperson (acting as Chairperson in their absence), shall have an additional or casting vote.

6.7 The quorum for a Board meeting shall be six members. If a quorum is not present, the meeting may proceed for the purpose of discussion and recording of matters arising. Following the meeting, a summary of the key discussion points and proposed resolutions shall be circulated to all Board members, who shall have the opportunity to review and cast their vote remotely. This process shall ensure that a quorum is achieved for decision-making purposes and that business continuity is maintained.

6.8 The Board may, in addition and in such manner as it may decide, appoint a sub-group of its members or co-opted others with relevant expertise to advise on matters considered by or referred to it.

6.9 Where there is a substantive reason or cause accepted at a duly constituted General Meeting of the Association, any member of the Board may be removed by a resolution of that meeting.

7. Treasurer

7.1 The Treasurer shall take charge of the funds of the Association and shall pay all demands when requested to do so by the Board, or by the Chairperson, Vice Chairperson or Secretary. The Treasurer shall give up all books, documents, property, and money of the Association in their possession, and whenever required by resolution of the Board, render a full and complete account at each audit and whenever required by resolution of the Board. The Treasurer shall also give up all books, documents, property and money of the Association in their possession when requested to do so by a resolution of the Association or of the Board. (See also Rule 17)

7.2 The office of Treasurer shall be honorary and unpaid unless the members of the Association shall, by resolution to be passed at an Annual General Meeting of the Association, otherwise decide.

8. Secretary and Staff

8.1 The Secretary and staff shall ensure that accurate records are maintained of all proceedings of the Association and the Board. The Secretary shall also be responsible for the safekeeping of all deeds, securities, and property belonging to the Association, excluding funds held by the Treasurer.

8.2 The Secretary and staff shall make available any such property or documentation as required by resolution of the Board and shall provide a full and accurate account at each audit or upon request. All monies received by the Secretary shall be promptly transferred to the Treasurer. The Secretary shall surrender all books, documents, and property of the Association in their possession when directed to do so by a resolution of the Association or the Board.

8.3 They shall summon and give due notice of all meetings of the Association and of the Board. They shall on all occasions, in the execution of their office, act under the supervision, control and direction of the Board.

8.4 The office of Secretary shall be remunerated in accordance with decisions of the Board.

8.5 The Secretary, on the delegated authority of the Board in each case, may appoint such staff as are considered necessary to support them in carrying out the business of the Association. They may also, subject to the approval of the Board, determine their respective salaries and duties, and they shall have power to suspend and remove any persons so appointed.

9. Termination of Membership

9.1 A member shall cease to be a member of the Association:

- (a) at the discretion of the Board, if their subscriptions are 6 months or more in arrears, or
- (b) after written notice of resignation has been sent by them to the Secretary along with any current subscription or other payment due by them to the Association.

10. Expulsion

10.1 The Association may, in accordance with its approved disciplinary and code of conduct policies and procedures, suspend or expel any member who, in the opinion of the Disciplinary Panel, has acted in a manner detrimental to the interests or reputation of the Association. The period and terms of any suspension shall be determined by the Disciplinary Panel.

10.2 In such a case, the Secretary shall take immediate steps to constitute a disciplinary panel to consider, on behalf of the Board, any alleged detrimental action on the part of a member, and they shall inform the member of the outcome as soon as possible. The Secretary shall also inform the member of:

- (a) the substance of the allegations against them in sufficient time to allow them to prepare their response;
- (b) their right of appeal; and
- (c) the date, time and place of the disciplinary hearing

10.3 A disciplinary panel shall comprise two members of the Board and an adult member of the Association. The decision of the panel shall be that of the majority of the panel members.

10.4 There shall be a right of appeal to a panel comprising three Board members, one of whom shall be the Chairperson, Vice Chairperson or Treasurer, provided none of them was a member of the disciplinary panel.

10.5 The decision of the appeal panel shall be final and binding.

11. Affiliation

11.1 The Association may, on such terms as it determines from time to time, affiliate with clubs or organisations whose objectives are the same as, or broadly aligned with, its own. The Association may also set, and charge affiliation fees as deemed appropriate.

12. Subscriptions

12.1 Subject to the following provisions of this Rule, all members shall in every year during which they are a member of the Association pay an annual subscription determined by a resolution carried by a vote of the majority of members in any General Meeting. Such resolution may fix different subscription rates for different groups or classes of members as the Board shall decide.

12.2 Subscriptions shall be payable at such times and in such manner as the Board directs.

12.3 Members may compound their annual subscription on such terms as may from time to time be determined by the Board.

12.4 No member whose annual subscription is in arrears for 6 months or more at the date of any General Meeting shall be entitled to vote at such meeting and they may be declared to have forfeited their membership as provided in Rule 9.1 (b).

13. Annual General / Special Meetings

13.1 The Association shall hold an Annual General Meeting not later than 31st May each year. Fourteen days' notice of the date, time and place of such meeting shall be given.

13.2 A Special General Meeting of the Association shall be held whenever the Board thinks it is expedient or whenever 25 Association members, by individual demand and in writing delivered to the Secretary, so request. In either case, the reasons for the meeting and the motions to be considered shall be given. Fourteen days' notice of the date, time and place of any Special General Meeting shall also be given.

13.3 All General Meetings shall be held at the registered office unless the Board, either generally or in a particular case, otherwise decides.

13.4 The Chairperson of the Board or in the absence of the Chairperson, the Vice-Chairperson or Treasurer shall conduct any General Meetings of the Association. Eight members shall form a quorum, of whom four shall be Board

members, unless the meeting is for the purpose of amending the Rules or the removal of any officer of the Association, in which case twelve members shall form a quorum of whom not less than six shall be members of the Board.

13.5 No business shall be transacted at any General Meeting unless a quorum is present within half-an-hour of the time notified for such meeting. If no quorum is present within half-an-hour of the time appointed, the meeting, if called by members in accordance with subparagraph 13.2, shall be dissolved. If called otherwise, the meeting shall stand adjourned to the same day in the next following week, at the same place and time. If a quorum is not present at that meeting, those members who are present shall be deemed to be a quorum and permitted to transact business.

13.6 Every member present at any General Meeting either in person or by proxy (and not disqualified by arrears or otherwise as mentioned above in these Rules), shall have one vote. When the votes for and against any resolution are equal, the Chairperson shall have an additional or casting vote.

13.7 The business to be transacted at each Annual General Meeting shall be:

- (a) to receive the reports of the Board and of the Auditor;
- (b) to elect officers and members of the Board in accordance with the arrangements set out by the Board;
- (c) to ratify, subject to Rule 17.5 (a), a qualified auditor within the meaning of section 41 of the Act who shall not hold any other office in connection with the Association; and
- (d) to transact any business of which notice shall have been given in the notice calling the meeting.

13.8 Any other business may be transacted with the consent of the Chairperson. Any member who wishes to move any resolution at the Annual General Meeting must give notice in writing to the Secretary not later than 14 days before the said meeting.

14. Remuneration

14.1 The Board shall not be paid any remuneration.

14.2 The Board may authorise the payment of reasonable expenses, necessarily incurred in connection with the business of the Association by members and officers.

15. Members' Guarantee and Capital Structure

15.1 The Association is a company limited by guarantee and does not have a share capital. Each member undertakes, in the event of the Association being wound up while they are a member or within one year of ceasing to be a member, to contribute a sum not exceeding £1 towards the debts and liabilities of the Association and the costs of winding up.

15.2 Membership does not confer any right to share in the income or assets of the Association. No part of the income or property of the Association shall be paid or transferred, direct or otherwise to any member by way of dividend, bonus or otherwise.

15.3 All income and property of the Association shall be applied solely towards the promotion of its charitable purposes as set out in this Constitution.

16. Borrowing Powers

16.1 The Board may contract loans on the security of legal or equitable mortgages, debentures, debenture stock, bonds or other obligations charged, whether or not by way of specific or floating charge or both, on the property income both present and future whatsoever and wheresoever of the Association, or agreements under the Association's seal or in such other manner as it may deem best, for such sums and on such terms as to repayment and rate of interest as may be agreed upon. The total amount of such loans shall not exceed £3,000,000 at any one time.

17. Auditor

17.1 The Association shall keep proper books of account with respect to its transactions and to its assets and liabilities in accordance with sections 35 and 36 of the Act.

17.2 The Association shall maintain a satisfactory system of control of its books of account, its cash holdings and all its receipts and remittances.

17.3 There shall be appointed in each year of account a qualified auditor within the meaning of section 41 of the Act to audit the Association's accounts and balance sheet for that year.

17.4 Every appointment of an auditor shall be made by resolution of a General Meeting except that the Board may appoint an auditor to fill any casual vacancy occurring between General Meetings of the Association.

17.5 A qualified auditor appointed to audit the accounts and balance sheet of the Association for the preceding year of account (whether by a General Meeting or by the Board) shall be reappointed as auditor of the Association for the current year of account (whether or not any resolution expressly reappointing them has been passed), unless:

- (a) a resolution has been passed at a General Meeting appointing an alternative or replacement or providing expressly that he shall not be reappointed; or
- (b) they have given to the Association notice in writing of their unwillingness to be reappointed; or
- (c) they have ceased to be a qualified auditor or is otherwise ineligible to be reappointed; or
- (d) they have ceased to act as auditor of the Association by reason of incapacity.

17.6 A resolution at a General Meeting of the Association:

(a) appointing another person as auditor in place of a retiring auditor,
or

(b) to make it clear that the current auditor should not be reappointed, will only be valid if notice of the intention to propose it has been given at least 28 days before the meeting.

However, the current auditor will not be automatically reappointed if proper notice was given to appoint someone else (as described in Rule 17.5(a)), but that appointment cannot go ahead because the person has died, is no longer capable, is not qualified, or is otherwise not eligible to be appointed.

17.7 On receipt by the Association of notice of such an intended resolution the Association shall forthwith send a copy of the notice to the retiring auditor. If it is practicable to do so the Association shall give notice to its members of the intended resolution at the same time and in the same manner as it gives notice in accordance with these rules of the meeting at which the resolution is to be moved or if that is not practicable by advertisement not less than 14 days before the said meeting in a newspaper circulating in the area in which the Association conducts its business. Where the retiring auditor makes any representations in writing to the Association with respect to the intended resolution or notifies the Association that they intend to make such representations the Association shall notify the members accordingly as required by section 40 of the Act.

17.8 The appointed auditor shall in accordance with section 43 of the Act make a report to the Association on the accounts examined by them, and on the profit and loss account or accounts and the balance sheet of the Association for the year of account in respect of which they are appointed.

17.9 The Board shall display a profit and loss account and balance sheet, duly audited and signed by the auditor and incorporating the report of the auditor thereon before each Annual General Meeting. The profit and loss account shall be accompanied by a report by the Board on the financial affairs of the Association signed by the Chairperson of the meeting at which the report is adopted.

17.10 The accounts shall be made up to 31 December each year or to such other date within the period 1 September to 31 January inclusive as the Association shall determine in a General Meeting, to be the end of the financial year.

18. Application of Surpluses

18.1 The net surplus derived from all businesses carried on by the Association after providing for interest on loans shall be applied as follows:

- (a) in the formation of such reserve or sinking fund or funds as the Board may consider necessary or expedient to meet any present or future depreciation in the property or any contingency affecting the business of the Association, and
- (b) in carrying out the objectives of the Association, in accordance with the rules thereof in such manner as the Board may deem expedient, provided always that no portion whatsoever of the income and property of the Association shall be paid or transferred directly or indirectly by way of dividends or bonus, or otherwise by way of profits to the members of the Association.
- (c) Any member misapplying the funds of the Association shall be excluded from the Association without prejudice to liability to legal proceedings for such misapplication.

19. Investment

19.1 Any funds of the Association not required for immediate use or to meet the usual accruing liabilities of the Association may be invested by the Board in any manner expressly allowed by the Act.

20. Annual Returns

20.1 The Trustees must comply with the requirements of the applicable charities' legislation with regards to the transmission of the statements of account, annual report and the annual return to the Charities Commission

Northern Ireland. The Trustees must notify the Commission promptly of any changes to the charity's entry on the Central Registry of Charities.

20.2 In addition, the Secretary must submit, to the Financial Conduct Authority, not later than 31 July and in the form prescribed by the authority, the annual return relating to the Association's affairs for the period included in the return. The annual report shall be made up to the date of the Association's affairs for the period covered by the return. The annual return shall be made up of the Association's last published balance sheet, as audited and laid before the Annual General Meeting, showing separately the expenditure in respect of the several objectives of the Association.

20.3 The Secretary shall send to the Charity Commission for Northern Ireland, together with the annual return, a copy of the report of the auditor on the Association's accounts for the period covered by the return, a copy of each balance sheet made during that period, and a copy of any report of the auditor on that balance sheet.

20.4 A member or person interested in the funds of the Association shall, on a request to the Secretary, be entitled to a copy of the last annual return of the Association and a copy of the report of the auditor on the accounts and balance sheet contained in the return.

20.5 The Association shall not publish any profit and loss account or balance sheet unless it conforms to the requirements of section 37(5) of the Act.

20.6 The Association shall keep a copy of its latest balance sheet together with a report thereon by the auditor always hung up in a conspicuous place at its registered office.

21. Register of Members

21.1. The Association shall keep at its registered office a register of the members (in these Rules referred to as "the Register") in which shall be entered the following particulars:

- (a) the names and addresses of the members,

(b) a statement of other property in the Association, whether in loans or otherwise, held by each member,

(c) the date at which each person was entered in the register as a member, and the date at which any person ceased to be a member, and

(d) the names and addresses of the officers of the Association, with the offices held by them respectively, and the dates on which they took office.

21.2 The Association shall so construct the Register that it is possible to open to inspection the particulars mentioned in sub-paragraphs (c) of Rule 21.1 above without also opening to inspection the particulars in 21.1 (a), (b) and (d).

21.3 All members at the time of his becoming a member shall notify the Secretary in writing of their address and subsequently of any change therein.

22. Inspection of Records

22.1 Any member or person having an interest in the funds of the Association shall be allowed to inspect their own account and the records containing the names of the members, including the particulars in the Register, except those mentioned in 21.1 (c), at all reasonable hours at the registered office of the Association or at any place where the same are kept, subject to such regulations as to the time or manner or such inspection as may be made from time to time by the General Meetings of the Association.

23. Death of a Member

23.1 A member may in accordance with the Act nominate any person or persons to whom any of their property in the Association at the time of their death shall be transferred. Such nomination or nominations shall be valid only to the extent of the amount for the time being provided for in the Act.

23.2 On receiving satisfactory proof of the death of a member who has made a nomination in accordance with Rule 31, the Board shall transfer the property comprised in the nomination in the manner directed by the nomination.

23.3 Where a nominee is under 16 years of age, the Board may pay the sum nominated to either parent, or to a guardian of the nominee, or to any other person of full age whom the Board may think fit and proper to hold it on trust for the nominee or to apply it for his benefit. The receipt of the sum nominated by that parent, guardian or other person shall be a sufficient discharge to the Association for all monies so paid.

23.4 Membership of the Association shall be personal and shall not be transferable. Membership shall automatically cease upon the death of a member. As the Association does not issue shares or confer any property interest on members, no part of the Association's assets shall be distributable upon a member's death.

24. Mental Impairment

24.1 If a member or person claiming through a member is incapable through disorder or disability of mind of managing his own affairs and no person has been duly appointed to administer his property on his behalf, the Association may pay the amount of any property belonging to that member to any person whom it judges proper to receive it on his behalf. Such receipt shall be a good discharge by the Association for any money so paid.

24.2 All payments or transfers made by the Board under the provisions in Rule 21 to any person who at the time appears to the Board to be entitled thereunder shall be valid and effectual against any demand.

25. Bankruptcy of a Member

25.1 If any member becomes bankrupt, their property in the Association shall be transferable or payable to the trustees of their property.

26. Seal of Association

26.1 The Association shall have its name engraved in legible characters upon a seal. The seal shall be in the custody of the Secretary or such other officer as the Board may appoint and shall be used only under the authority of a resolution of the Board, a sub-group of the Board authorised on behalf of the Board. The date of such resolution shall be mentioned on the instrument to which the seal is attached and shall be attested by the signature of two members of the Board and the counter signature of the Secretary of the Board.

27. Members' Right to Call a Special General Meeting or Request Investigation

27.1 Members may, require the trustees to call a special general meeting or request an investigation meeting. A valid request must be made by at least 10% of the members entitled to vote (or 100 members if the organisation has over 1,000 voting members) and must state the general nature of the business to be dealt with at the meeting.

27.2 Members may also raise concerns about the conduct or governance of the Association with the Charity Commission for Northern Ireland or Companies House, in accordance with their respective powers of investigation.

28. Amendment of Rules

28.1 No rule will be made nor will any of the rules herein contained or hereafter to be made, amended, or rescinded to stop the Association being a Charity in Law. Any amendment of the rules must be in accordance with the rules of the Association contained herein, the Act and the applicable charities legislation.

28.2 No new Rule shall be made, nor shall any extant Rule be amended or revoked unless with the consent of a majority of the members present at a General Meeting specially called for that purpose, or at an Annual General Meeting, for which in either case notice to amend or revoke has been given.

28.3 No new Rule or amendment or revocation of an extant Rule is valid until registered with the Registrar.

28.4 The Secretary of the Association shall be responsible for having each such rules(s) registered as soon as possible after it has been passed or rescinded at a meeting designed for that purpose in accordance with the rules of the Association. An amended rule is not valid until it is registered.

29. Rules

29.1 The Board shall have full power to make or amend Rules (not inconsistent with these Rules) for all matters necessary for the appropriate management of the Association.

30. Copies of Rules

30.1 It shall be the duty of the Board to ensure that the Secretary is provided with a sufficient number of copies of the Rules to enable them to deliver to any person on demand a copy of such Rules free of charge, and it shall be the duty of the Secretary to deliver such copies accordingly.

31. Disputes

31.1 If any dispute should arise between:

- (a) a member or person claiming through a member under the Rules, or any person aggrieved who has for not more than six months ceased to be a member, or any person claiming through such person aggrieved, and
- (b) the Association or any officer of the Association, it shall be decided by arbitration using a recognised body or independent assessors with relevant expertise, depending on the nature of the dispute.

31.2 The body or the independent assessors, as the case may be, shall be mutually agreed between the two parties. Recommendations for settling the dispute shall be binding.

32. Notices

32.1 A notice required to be given by these Rules shall be sufficiently given if it is:

- (a) advertised by the Association,
- (b) communicated to each member individually,
- (c) announced by the exhibition of a placard, poster or handbill in a conspicuous place in the main registered office or
- (d) displayed on a visual device, and it shall be deemed to be served at the expiration of 48 hours after it has been so advertised, communicated, exhibited or displayed.

33. Indemnity of Board Members

33.1 Subject to the provisions of the applicable charities legislation, every member of the Board (trustee/director) shall be entitled to be indemnified out of the funds of the Association against all reasonable costs, expenses or liabilities incurred in the proper and lawful discharge of their duties, including any liability incurred in connection with defending legal proceedings, provided they have not acted negligently, fraudulently, or in breach of trust.

33.2 This indemnity includes reasonable travel and out-of-pocket expenses incurred in the course of Association business. It shall not extend to any liability arising from wilful misconduct or breach of fiduciary duty.

33.3 No member of the Board shall be liable for the acts, receipts, neglects or defaults of any other member, or for joining in any receipt or other act for conformity, or for any loss of expense happening to the Association through the insufficiency or deficiency of title to any property acquired by any of the members of the Board for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be vested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any monies, securities or effects shall be deposited, or for any other loss, damage or misfortune whatsoever which shall happen in the execution of the duties of

their respective office, or in relation thereto, unless the same happens through their own wilful act or default.

34. Saving Clause

34.1 No regulation made by the Association in a General Meeting shall invalidate any prior act of the Board which would have been valid if that regulation had not been made. All acts done by any meeting of the Board or by any committee or person acting under its authority will, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any member of such Board or committee or other persons acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified.

35. Dissolution

35.1 The Association may be dissolved:

(a) Voluntarily, by a resolution passed by not less than three-quarters of the members present and voting (including valid proxies) at a Special General Meeting convened specifically for that purpose and for which due notice has been given in accordance with these Rules; or

(b) compulsorily or by operation of law, including (but not limited to) circumstances where dissolution or winding-up is required under the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969, the applicable charities legislation, or any direction, order or requirement of a regulatory authority.

35.2 Where a voluntary dissolution is proposed, the Board shall prepare and present to the membership a statement setting out the reasons for dissolution, the financial position of the Association, and the implications of the proposed course of action.

35.3 Upon the dissolution or winding-up of the Association whether voluntary or compulsory any assets remaining after the satisfaction of all debts and liabilities must not be paid to or distributed among the members. All such assets shall be transferred to one or more charitable institutions with purposes

similar to those of the Association, and which also prohibit the distribution of assets to members.

35.4 The selection of the charitable institution(s) to receive the remaining assets shall be determined:

(a) by the members at or before the time of voluntary dissolution; or

(b) failing that, by the Board; or

(c) if required under law, by the Charity Commission for Northern Ireland or another regulatory body with the authority to make such a determination.

36. Equality and Inclusion

36.1 The Association is committed to promoting equality of opportunity, good relations and the elimination of discrimination in line with Section 75 of the Northern Ireland Act 1998 and all other relevant equality and anti-discrimination legislation.

37. Data Protection

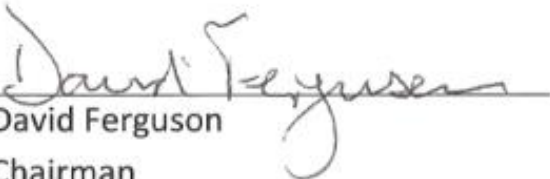
37.1 NICSSA shall comply with all applicable data protection legislation, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Personal data shall be processed fairly, lawfully and transparently.

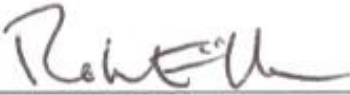
38. Conflict of Interest

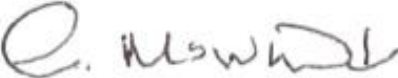
38.1 All trustees, staff and volunteers must declare any potential conflicts of interest and act in accordance with the organisation's conflict of interest policy.

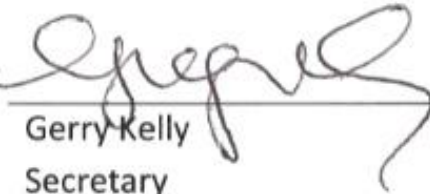
38.2 Conflicts shall be recorded and managed to ensure transparency and integrity in decision-making.

The common seal of the Northern Ireland Civil Service Sports Association was affixed here pursuant to a resolution dated Thursday 12th February 2026.

Signature: 
Name: David Ferguson
Title: Chairman
Date: 12/02/2026

Signature: 
Name: Robert Ellison
Title: Vice-Chairman
Date: 12/02/2026

Signature: 
Name: Colin McWhirter
Title: Board Member
Date: 12/02/2026

Signature: 
Name: Gerry Kelly
Title: Secretary
Date: 12/02/2026